

Appendix 1 – Proposed Amendments to Existing Delegation of Authority to the City Clerk for Temporary Liquor Licences

Events to be declared municipally significant for a Special Occasion Permit:

The City Clerk may endorse a request for a 'declaration of municipal significance' for an event to be eligible for a Special Occasion Permit (SOP) if:

1. The City Clerk has notified the Ward Councillor's Office(s) and no objection is received from the Ward Councillor(s) ~~within 5 working days of being notified by the City Clerk, or 3 working days before the event, whichever is sooner,~~ after being notified by the City Clerk; and

2. The Applicant confirms the event is:

- A community event or festival; or
- One of the following event types (or similar) that does not include outdoor activities later than 9 pm, or amplified music or sound outdoors after 9 pm, including sound emanating from inside:
 - concert, theatre show, art gallery / book store / or similar opening or gala event;
 - pop-up promotion / product launch / customer appreciation event ~~not more than 3 days long;~~
 - professional / networking or club / members event;
 - private, invite-only or members-only event taking place in a public space and therefore requiring a public SOP (for example, invitation-only launch / anniversary parties / client / members / professional / workplace events)
 - charitable fundraiser (for non-registered charities only); or
 - sports event in an unlicensed venue.

Events to be declared municipally significant and a 'non-objection' issued for temporary extension of an existing liquor licence (extension of ~~space and/or~~ hours):

The City Clerk may endorse a request for a 'declaration of municipal significance' and / or a 'declaration of non-objection' for a temporary extension of licensed hours if:

1. The City Clerk has notified the Ward Councillor's Office(s) and no objection is received from the Ward Councillor(s) ~~within 5 working days of being notified by the City Clerk, or 3 working days before the event, whichever is sooner,~~ after being notified by the City Clerk.

2. The Applicant confirms the event is:

- Taking place indoors, and is a:

- sports event, including local live events and nationally or internationally recognised televised sports events in a different time zone, where hours of operation would fall outside regular licensed hours; or
- performing arts event, including multi-event festivals and associated events; events with special live performances throughout serving hours.

3. Liquor service is to start no earlier than 9 am; ~~to a maximum of one hour before the scheduled event start time;~~ and end no later than 4 am, indoors, with no amplified music or sound outdoors after 9 pm, including sound emanating from inside.

~~4. After hours extensions are only on Tuesdays through Saturdays, plus Sundays and Mondays that fall the day before a statutory or civic holiday.~~

Approval for temporary extensions of existing liquor licences for outdoor patios (extension of space)

The City Clerk may approve a request for a temporary extension of a licensed area, if:

1. The City Clerk has notified the Ward Councillor's Office(s) and no objection is received from the Ward Councillor(s) within 5 working days of being notified by the City Clerk, or 3 working days before the event, whichever is sooner; after being notified by the City Clerk.

2. The Applicant confirms the request is:

- related to a larger community event or a festival with a street closure; or
- located on private property where they must comply with applicable zoning by-laws.

3. The extended licenced area is adjacent to (located 10m or less) to the existing licenced establishment.

4. Liquor service is to start no earlier than 9 am, to a maximum of one hour before the scheduled event start time; and end no later than 2 am outdoors on major arterial roads and 11 pm on local roads, with no amplified music or sound outdoors, including sound emanating from inside.

Appendix 2 – Proposed Amendments to Administrative Procedures Regarding the Existing Delegation of Authority to the City Clerk for Temporary Liquor Licences

All procedures exclude temporary patio extensions approved under CaféTO Program.

1. A complete application is to be submitted online no less than 10 business days prior to the event start date. The City Clerk will consider special circumstances where this deadline cannot be met on a case-by-case basis; however, the City Clerk cannot guarantee processing if the event is within three working days' notice.

A complete application includes:

- a completed Temporary Liquor Licence Endorsement application form;
- a site or floor plan indicating the area to be temporarily licenced for an outdoor patio extension or an outdoor Special Occasion Permit; and
- a letter of support from the event partner or sponsor for 4 am temporary extensions.

2. The City Clerk reviews the application to determine if the application meets the criteria within 2 business days of submission.

3. The City Clerk send a notification to the Ward Councillor asking if the Councillor objects to the application.

4. If a request is received less than 3 business days before an event, the City Clerk will send a specific communication regarding the shortened timelines to the Ward Councillor(s) Office to ensure consultation on the request.

~~4. If a response from the Ward Councillor is not received within 5 business days, staff will assume the Ward Councillor does not object.~~

5. The City Clerk issues a non-objection or approval letter to the Alcohol and Gaming Commission of Ontario, with a copy to the applicant and the Ward Councillor, as applicable.

6. Staff periodically update the Liquor Licence website with a listing of approved and denied endorsements.

Appendix 3 – Summary of Types of Liquor Licences

Type of Application	Example	Delegation
Special Occasion Permit – Private Event (Sale of Alcohol)	Art gallery; theatre; small restaurant (no permanent liquor licence)	Delegation to City Clerk
Special Occasion Permit – Local Public Event (Sale of Alcohol)	Beer tent at Ribfest	Delegation to City Clerk
Temporary Extension of Permanent Liquor Licence (extension of space and/or hours)	TIFF, PRIDE, Taste of the Danforth	Delegation to City Clerk
Temporary Extension of Permanent Liquor Licence (extension of hours) in all or parts of the City	Olympics, World Cup Soccer	None. Considered by City Council. By-law required.
Special Occasion Permit – Private Event (No sale of alcohol)	Local lawn bowling club year end event	None. City Clerk notifies Ward Councillor. No further action is taken.
New Liquor Licence Sales Application	New restaurant	None. Considered by City Council.
Change Application (changes and/or additions to existing licensed areas)	Addition of a patio to existing restaurant	None. Considered by City Council.
Manufacturer’s Limited Sales Licence Application	Sale by-the-glass at brewery	None. Considered by City Council.